	REHMAN MEDICAL COLLEGE			
	Policy for Electives (Internal & External)			
	Doc. No:	Effective Date: 01-Jan- 2022	Revision Date:	Version: 02

Background

This document lays down the procedures for Electives of undergraduate students in RMI hospital, national and international institutions. Electives provide an opportunity to medical students to observe practices and assimilate knowledge about the professional areas of their interest. RMC has facilitated students with their Electives since 2014-15 when its 1st batch was in 4th year MBBS and continues to do so as per requirements of modern medical education.

The SOPs are sectioned into 03 parts for Electives in relation to types of the program, 1 - External, 2 - Internal for students of RMC and 3 - External Medical Students.


The SOP is subject to yearly or need based review/change by concerned authorities. Final copy shall be distributed to all concerned after approval by Principal office.

Scope

Electives include hospital or institutional rotations / courses / placements / observer ship students (3rd Professional – 5th professional) take by choice. Rehman Medical College also offers Electives to national & international medical students in different basic and clinical domains.

Applicability

DME, DMR, Faculty, Students, management / administration.

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Procedures

Section 1 –

1.1: External Electives – RMC Students


- 1.1.1 The responsibility of application for electives shall be with the students.
- 1.1.2 The student affairs shall be required to obtain the curriculum vitae of the students. They should explain their career goals, achievements, and interests.
- 1.1.3 The duration of electives shall not be less than 04 weeks.
- 1.1.4 Electives shall be arranged during summer break so as not to affect the attendance of the applicant.
- 1.1.5 The student shall apply for electives 2-3 months prior to start of electives and obtain a letter of recommendation from the college and concerned faculty.
- 1.1.6 A letter of recommendation from the concerned faculty highlighting the clinical skills of the student shall be submitted along with the application.
- 1.1.7 A letter from principal of RMC shall be obtained for the hospital / institute being applied to, which should state the academic year of the student and any other detail required by the university / hospital / institute for electives.
- 1.1.8 All communication shall be done in English language.

Section 02 –

2.1. Internal Elective - RMC students

- 2.1.1 DME, RMC shall develop a list of hospital areas where students can go for Electives and advertise it to all professional years, 3rd year & above.
- 2.1.2 The students willing to take Electives, shall approach DME, RMC and apply with list of students who want to apply for it.
- 2.1.3 The application along with list of hospital areas selected for electives and students list shall be shared with Principal & Dean's offices,

2.1.4 The duration shall not be less than 4 weeks.

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2.1.5 Logbooks and portfolios provided by DME shall be maintained throughout Electives.

2.1.6 Placements shall be on first come first serve basis.

2.1.7 In case of a greater number of students applying for the same elective, academic merit of students shall be considered.

2.1.8 The number of students sent for electives to any department shall depend on capacity of the area but shall not exceed 3-5 per placement+

Section 03 –

3.1. Elective - External Students at RMI

3.1.1 Electives programs offered at RMI shall be advertised on the website of RMI / RMC.

3.1.2 The list of departments shall be revised periodically, and offered during summer break.

3.1.3 There shall be exception for students applying from abroad who have breaks in months other than summer.

3.1.4 The duration of each Elective placement shall be minimum 4 weeks – maximum 08 weeks on first come first serve basis.

3.1.5 The documentation shall be the same as section 01 of this SOP. Student application > student affairs of RMC > Availability of slots & program > validation of submitted documents > liaison with Areas of Elective placement > Student Affairs confirms the availability of Electives placement to applicant > Student Makes payment before commencement of Electives > Start of Placement.

3.1.6 There shall be a one day orientation of the selected students to Electives at RMI by DME.





3.1.7 The progress of students in Electives shall be monitored by the departments concerned through respective logbooks / Reflective portfolios and Mini - CEX developed by DME.

3.1.8 At the end of Electives grades shall be given by DME based on performance criteria set at the start by each department and submitted portfolios / logbooks and Mini-CEX.

3.1.9 The students shall be awarded a certificate of completion of Electives by Students affairs RMC signed by the HOD of the department and Principal RMC.

3.1.10 Records of all applicants for electives shall be maintained at Student affairs section.

APPROVAL SHEET

Prepared by	
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Approved by	
Dr. Mukhtiar Zaman Principal Rehman Medical College	Signature 

RMC, Issuance of letters for Elective Program ,Session 2023

Final Year

Sr#	Roll No	Name	Hospital	Date
1	18-001	Khizer Naveed	Multiple Hospitals	July-23 (summer break)
2	18-008	Lailma Shahid	CMH, Peshawar	July-23 (summer break)
3	18-010	Kainat Nihar	Shaukat Khanum Hospital	July-23 (summer break)
4	18-013	Lia Anwar	Brookly USCE, Michigan USA	Nov.23
5	18-015	Abdul Rahman	Shifa College of Medicine	July-23 (summer break)
6	18-018	Maysoon Javed	Shifa College of Medicine	July-23 (summer break)
7	18-023	Rehan Ahmad	Shifa College of Medicine	July-23 (summer break)
8	18-028	Shahab Ud Din Awan	Shaukat Khanum Memorial	July-23 (summer break)
9	18-040	Said Zakir Hussain	Hayatabad Medical Complex,	July-23 (summer break)
10	18-041	Arsh Gul	Shaukat Khanum Memorial	July-23 (summer break)
11	18-059	Ali Ausejah Haider	Agha Khan University	July-23 (summer break)
12	18-061	Ameer Hamas	Multiple Hospitals	July-23 (summer break)
13	18-064	Ata-Ur-Rahman	Agha Khan University	July-23 (summer break)
14	18-070	Muhammad Waqar Ahmad Khan	Agha Khan University	July-23 (summer break)
15	18-072	Nauman Tahir Shah	Agha Khan University	July-23 (summer break)
16	18-077	Tehreem Naseer Khan	Agha Khan University	July-23 (summer break)
17	18-089	Syeda Farwa Zaidi	Multiple Hospitals	July-23 (summer break)
18	18-092	Wajiha Kalsoom	Multiple Hospitals	July-23 (summer break)
19	18-094	Zarmina Farman	Multiple Hospitals	July-23 (summer break)
20	18-099	Hani Zarbaft Ali	Multiple Hospitals	July-23 (summer break)
21	18-102	Aiman Zahid	City Hospital Wah Cantt	July-23 (summer break)
22	18-104	Khadija Bibi	Ayub Teaching Hospital,	July-23 (summer break)
23	18-111	Rowaid Ahmad	Multiple Hospitals	July-23 (summer break)

4th Year

Sr	Roll No.	Name	Hospital	Date
1	19-002	Muhammad Usman Sami	Shaukat Khanum Hospital	July-23 (summer break)
2	19-005	Shah Rukh Khan	Not specified	July-23 (summer break)
3	19-008	Waseem Ullah Babar	Multiple Hospitals	July-23 (summer break)
4	19-010	Muhammad Hamad Habib	Al-Shifa Hospital, Islamabad	July-23 (summer break)
5	19-011	Mahnoor Asar	Mardan Medical Complex, Mardan	July-23 (summer break)
6	19-012	Shahab Khan	Not specified	July-23 (summer break)
7	19-013	Azlan Ajmal	Not specified	July-23 (summer break)
8	19-014	Maira Saeed	Shaukat Khanum Hospital	July-23 (summer break)
9	19-016	Junaid Sultan	Hayatabad Medical Complex,	May-June 2023
10	19-017	Fazeela Bakht	Hayatabad Medical Complex,	May-June 2023
11	19-018	Abubakkar Siddique Gigyani	Shifa International Hospital	July-23 (summer break)
12	19-020	Laila Farooq	Agha Khan Hospital, Karachi	July-23 (summer break)
13	19-022	Syeda Ayesha Hussain	Agha Khan Hospital, Karachi.	July-23 (summer break)
14	19-024	Mohad Kamran Abbasi	Multiple Hospitals	July-23 (summer break)
15	19-025	Manahil	Hayatabad Medical Complex,	May-June 2023
16	19-028	Areeba Waheed	Shifa College of Medicine	July-23 (summer break)
17	19-031	Marwa	Shifa International Hospital	July-23 (summer break)
18	19-035	Hana Habib	Multiple Hospitals	July-23 (summer break)
19	19-037	Nayab Habib	Shifa International Hospital	July-23 (summer break)
20	19-042	Balqees Ajmal Khan	Hayatabad Medical Complex	July-23 (summer break)
21	19-046	Urooj Khan	Shifa International Hospital	July-23 (summer break)
22	19-047	Zeerak Hamad	Agha Khan University	July-23 (summer break)
23	19-049	Huda Rashid	Agha Khan Hospital Karachi	July-23 (summer break)
24	19-053	Maha Amjad	Hayatabad Medical Complex	July-23 (summer break)
25	19-056	Nimra Tariq	Shifa International Hospital	July-23 (summer break)
26	19-058	Amin Ullah	Not specified	July-23 (summer break)
27	19-059	Sana Aziz	Multiple Hospitals	July-23 (summer break)
28	19-063	Mehtab Ali shah	Agha Khan University	July-23 (summer break)
29	19-067	Ayesha Malalay	Shifa Hospital, Islamabad	July-23 (summer break)
30	19-069	Noor Ul Ain	Shifa Hospital, Islamabad	July-23 (summer break)
31	19-072	Sania Noor	Shifa Hospital, Islamabad	July-23 (summer break)
32	19-075	Laiba Hussain	Shifa Hospital, Islamabad	July-23 (summer break)
33	19-078	Sumera	Shifa Hospital, Islamabad	July-23 (summer break)
34	19-080	Mazhar Ali	Multiple Hospitals	July-23 (summer break)
35	19-086	Usman Safwat Ghayur	Agha Khan University	July-23 (summer break)
36	19-094	Sadra Tul Muntaha Khattak	Shifa College of Medicine	July-23 (summer break)
37	19-098	Noor Us Sahar	Shifa Hospital, Islamabad	July-23 (summer break)
38	19-100	Syed Asma Ali	Hayatabad Medical Complex	May-June 2023
39	19-101	Afifa Qazi	Shifa International Islamabad	July-23 (summer break)
40	19-102	Aqsa Eeman	Hayatabad Medical Complex	May-June 2023
41	19-104	Aleena Farooq	Shaukat Khanum Hospital	July-23 (summer break)
42	19-108	Rabia Khan	Shifa College of Medicine	July-23 (summer break)

3rd Year

Sr	Roll No.	Name	Hospital	Date
1	20-001	Ahmed Hassan Saeed Shinwari	Not specified	July-23 (summer break)
2	20-005	Muhammad Assad Malik	Not specified	July-23 (summer break)
3	20-008	Ayesha Baroz	Not specified	July-23 (summer break)
4	20-010	Kaneez Sadia	Hayatabad Medical Complex,	July-23 (summer break)
5	20-011	Abdul Hadi	Not specified	July-23 (summer break)
6	20-013	Salaar Ahmed Khan Jadoon	Not specified	July-23 (summer break)
7	20-017	Muhammad Saqib	Not specified	July-23 (summer break)
8	20-023	Shayan Abid	Not specified	July-23 (summer break)
9	20-028	Shahnoor	Not specified	July-23 (summer break)
10	20-029	Yawar Iftikhar	Not specified	July-23 (summer break)
11	20-032	Khadija Sohail	Multiple Hospitals	July-23 (summer break)
12	20-036	Asna Kulsum	Not specified	July-23 (summer break)
13	20-038	Eman Tariq	Not specified	July-23 (summer break)
14	20-042	Wajeaha Khalid	Not specified	July-23 (summer break)
15	20-049	Mian Zahid Jan Kakakhel	Hayatabad Medical Complex,	July-23 (summer break)
16	20-051	Muhammad Ibrahim	Not specified	July-23 (summer break)
17	20-053	Muhammad Sirtaj Afridi	Hayatabad Medical Complex,	July-23 (summer break)
18	20-055	Afaq Ahmad	Not specified	July-23 (summer break)
19	20-056	Rubab Bangash	Not specified	July-23 (summer break)
20	20-062	Fareeha Afroz	Not specified	July-23 (summer break)
21	20-063	Ahmad Awais	Not specified	July-23 (summer break)
22	20-064	Sunbel Gohar	Not specified	July-23 (summer break)
23	20-065	Muhammad Zarghama Khan	Not specified	July-23 (summer break)
24	20-069	Salman khan	Not specified	July-23 (summer break)
25	20-071	Shayan Khan	Not specified	July-23 (summer break)
26	20-074	Noor Ul Ain	Not specified	July-23 (summer break)
27	20-078	Safoora Zia	Hayatabad Medical Complex	July-23 (summer break)
28	20-082	Aimen Nayab	Hayatabad Medical Complex	July-23 (summer break)
29	20-084	Sobia Afridi	Not specified	July-23 (summer break)
30	20-091	Hassan Mukhtar	Not specified	July-23 (summer break)
31	20-092	Ayesha Khalid	Hayatabad Medical Complex	July-23 (summer break)
32	20-093	Mohammad Hashir Ahmad	Not specified	July-23 (summer break)
33	20-095	Furqan Abbas Khan	Not specified	July-23 (summer break)
34	20-098	Ayesha Siddiqa	Hayatabad Medical Complex,	July-23 (summer break)
35	20-099	Fareha Umar Khattak	Polyclinic, Islamabad	July-23 (summer break)
36	20-100	Savera Anum	Ayub Medical Complex, Abbotabad	July-23 (summer break)

2nd Year

Sr	Roll No.	Name	Hospital	Date
1	RMC-21-	Asim Suleman	Not specified	July-23 (summer break)
2	RMC-21-	Huma	Hayatabad Medical Complex,	July-23 (summer break)
3	RMC-21-	Saima Naseer Ahmed	Lady Reading Hospital, Peshawar	July-23 (summer break)
4	RMC-21-	Tauseef Ullah	DHQ, Charsadda	July-23 (summer break)